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ABSTRACT

A simple guide to using the schools media center is provided. Students are told how to find and use the print and nonprint resources in the media center, including the card catalog, microfilm, video and audio equipment, and films and filmstrips. (SK)

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STUDENT MEDIA CENTER MANUAL

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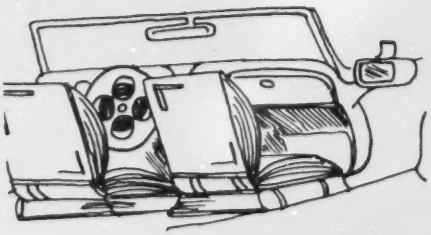
Hello!

Welcome to the media center!

It probably can take you anywhere you want to go -- and make your wildest dreams come true (small dreams also), if you learn how to drive it. It has instruments, indicators, controls, different speeds; and like anything with a lot of power, it takes skill to handle it.

You don't need a license; just walk in and get some practice with it. It's yours, if you learn how to drive it.

This manual tells you how.



Dorothy Ann Ellis

4/5

MEET THE PEOPLE

This library is of the modern type called ... a media center. In addition to books it provides all media: movies, records, pictures, sound tapes, filmstrips, magazines, TV ... and other information sources.

If you can't find what you want, ask the three professional media specialists who can help you find big answers like, "How do lasers work?" ... or small answers like, "how to make my hair look better" (sometimes the small things are the big things, at the moment). Even if they've never heard of your subject, the media specialists can show you how to find it because they studied this kind of exploring and hold the degree, Master of Library Science:

Mrs. Dorothy Ellis

Mrs. Snow Folmar

Mrs. Diane Neukirch

There are three ladies who keep the media center running smoothly while thousands of articles and about 189 students every 22 minutes are flowing in and out of the media center. They are:

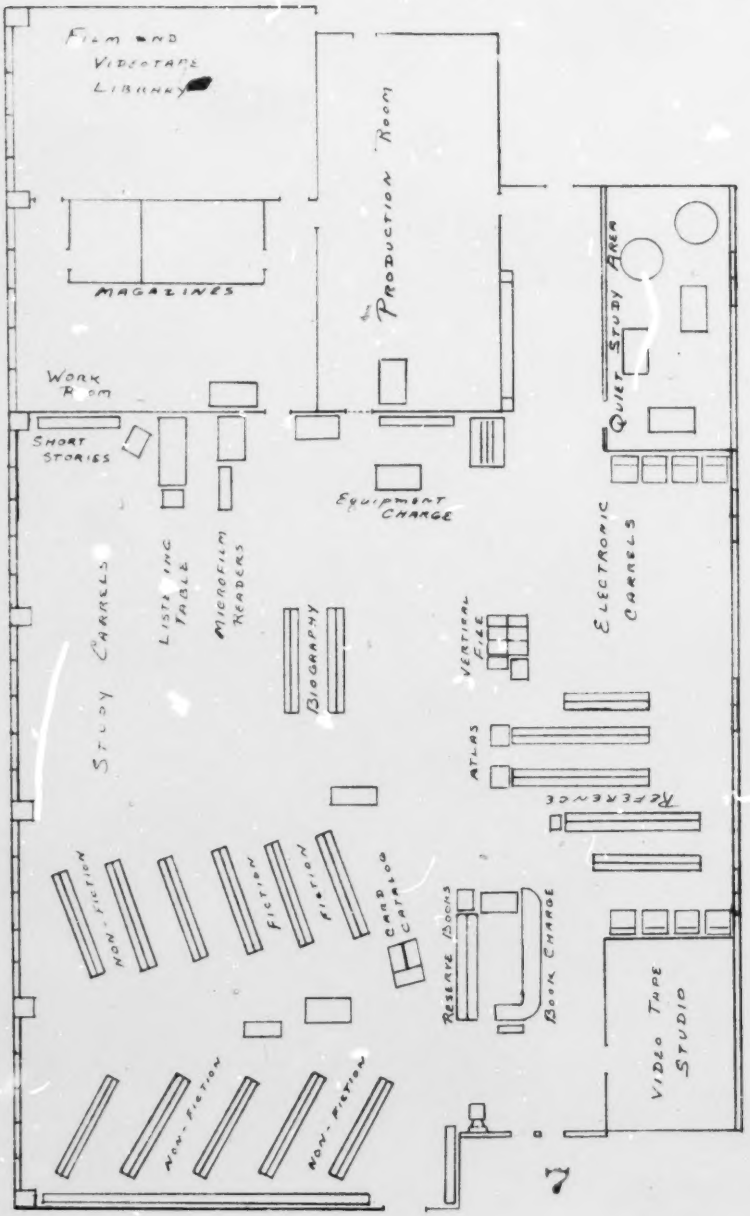
Mrs. Beverly Mack

Mrs. Joan Barney

Mrs. Beth De Pould

You may think your subject is too obscure; but this media center has exchange relationships with other media centers. Your subject can be found.

MEDIA CENTER ROAD MAP



RULES OF THE ROAD

1. You may come to the media center whenever you are not in class. Just walk in at any module change.

2. "The no-chatter rule" goes like this: You may talk to the media specialists anytime. But otherwise ... keep talk to a minimum. Others are trying to do reference work. Every time you distract someone, you have wasted about five minutes of his time. It takes that long to resume concentrating.

3. How many books may you take out? As many as you need -- except "overnights". Overnights are books you must bring back the next morning. Only three of these per student.

4. You check out materials at the check-out desk. Don't just take them. This is important. By not checking out an article, you cause some student, teacher or media specialist to spend hours searching for it.

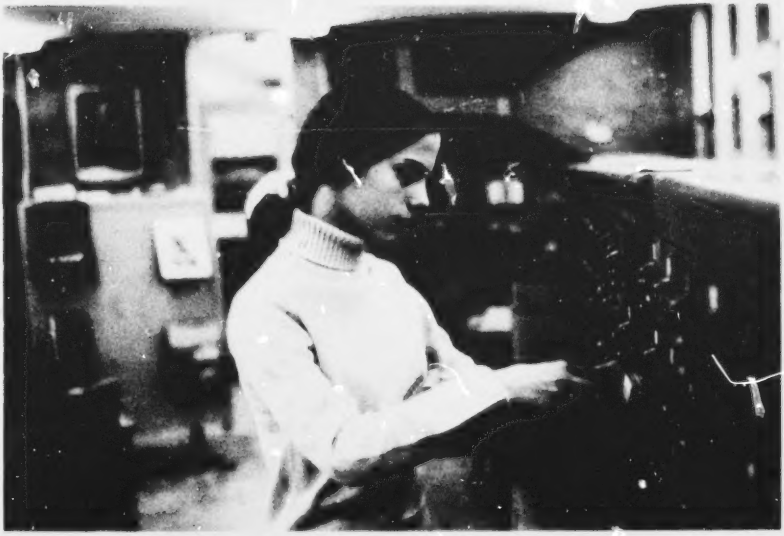
5. Return the materials on time. Other students and teachers need them.

6. No parking with the mouth running.

7. No speeding.

8. Horseplay -- ixnay.

HOW TO FIND IT



The card catalog is the media index. It tells you where to find every book, tape, record, filmstrip, transparency in the media center.

First we'll deal with the book collection.

Let's say you either know the name of the book you want, or you know the author's name or you know only the subject you want. The card catalog is divided into two sections: (1) author, title; (2) subject. You go to the section you wish and pull out the card catalog drawer with the right letter on the front.

BOOK COLLECTION

There are two distinct types of books: fiction and non-fiction. Books of fiction are stories. Non-fiction books are facts.

To find the book you want, go to the card catalog which lists each book by author, title and subject. You'll see on each catalog card in the left-hand corner either a call number (if the book is non-fiction) or the word "FICTION".

For example: the subject soccer.

AUTHOR CARD

796.334 Schmid, Irvin R.
Sch52s Skills and strategies of successful soccer by Irvin R. Schmid, John L. McKeon and Melvin R. Schmid. Inglewood Cliffs, N. J., Prentice-Hall 1968.

viii, 230 p. illus. 24 cm.

Bibliography: 227-228.

1. Soccer. I Title.

TITLE CARD

Skills and strategies of successful soccer.

796.334 Schmid, Irvin R.
Sch52s Skills and strategies of successful soccer by Irvin R. Schmid, John L. McKeon and Melvin R. Schmid. Englewood Cliffs, N. J., Prentice-Hall 1968.

viii, 230 p. illus. 24 cm.

Bibliography: 227-228.

1. Soccer. I. Title

SUBJECT CARD

SOCCER

796.334 Schmid, Irvin R.
Sch52s Skills and strategies of successful soccer by Irvin R. Schmid, John L. McKeon and Melvin R. Schmid. Englewood Cliffs, N. J., Prentice-Hall 1968.

viii, 230 p. illus. 24 cm.

Bibliography: 227-228.

1. Soccer. I. Title

The call number is the Dewey Decimal system number. If you know decimals there is no problem finding the book yourself. So jot down the number of the book you want, go to that section of shelving. If you feel unsure ask any media specialist. However, here is a Dewey Decimal refresher course:

DEWEY DECIMAL SYSTEM

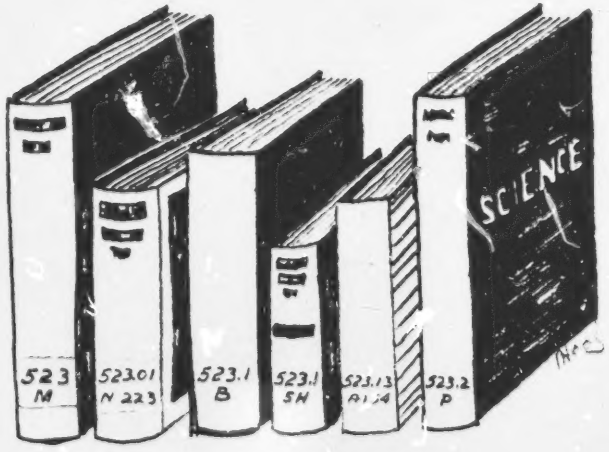
000 - 099	General Works
100 - 199	Philosophy
200 - 299	Religion
300 - 399	Social Science
400 - 499	Languages - Dictionaries and Grammars
500 - 599	Pure Science
600 - 699	Useful Arts
700 - 799	Arts and Recreation
800 - 899	Literature
900 - 999	Travel, History, Biography

DEWEY DECIMAL SYSTEM

Sample of Breakdown

500	PURE SCIENCE
510	Mathematics
520	Astronomy
530	Physics
540	Chemistry
550	Geology
560	Paleontology
570	Biology
580	Botany
590	Zoology

ARRANGEMENT OF BOOKS ON SHELF



For example: the story, "Autopsy for a cosmonaut".

FICTION SCIENCE FICTION

Hay, Jacob
Autopsy for a cosmonaut; a novel by Jacob Hay and John M. Keshishian. Boston, Little, Brown (1969)

242p

1. Science fiction. 2. Space flight - Fiction. I. Title.

Biographies have a different kind of call number:

B
H298h2 Hautzig, Esther (Rudomin)
The endless steppe; growing up in Siberia, by Esther Hautzig. New York, T. Y. Crowell Co., 1968.
243p. 21 cm.

Autobiographical.

1. Siberia - Descr. & trav. I. Title.

Author's name is not used for biography call number. Since you will want to find all the books about one person together, the biographee's name determines the call number.

CROSS REFERENCE CARD

Weapons

see

Firearms

To find any material on weapons you must look under the subject suggested by this card.

NEWSPAPERS

The library subscribes to the following:

Cleveland Plain Dealer

Sunday New York Times

Wall Street Journal

Christian Science Monitor

National Observer

West Life

Sun Herald

REFERENCE TOOLS

Now suppose you want to know if anyone has written about your subject. There are several ways to find out.

READER'S GUIDE

This is an index to periodicals. The list of magazines in your library is above the Reader's Guide table.

Look up your material under subject unless you know the exact title of the article. Some subject headings will say "see" another subject. So turn to the other subject. Some subject headings will say "see also" other subject headings. That means there will be additional information under other headings.

Example:

Football
All those eyes of Texas; Texas - Oklahoma football game. D. Jenkins. il. Sports Illus. 31:24-7 O. 20 '69

This is how it works:

Football (subject)

All those eyes of Texas (title)

Texas-Oklahoma football game (what the article is about)

D. Jenkins (author)

il. (illustrated)

Sports Illus. (Sports Illustrated is name of the magazine)

31 (Volume number. In public libraries the magazines are bound in volumes)

24-7 (pages 24 through 27)

O. 20 '69 (date of issue of the magazine: October 20, 1969)

Any media specialist will be glad to help you learn how to use the Guide. Once you know how to fly it, the Reader's Guide opens up the whole world to you.

You may check out three magazines at a time to use in the library If you want to take the magazines home, come in after school to get them and return them before homeroom the next morning.

Sample magazine check-out slip:

MAGAZINE CALL SLIP

_____
Name of Magazine - Date of Magazine

_____
Name of Magazine - Date of Magazine

_____
Name of Magazine - Date of Magazine

The above magazines are to be used in the library and returned to the desk at the end of the period.

If you wish to borrow this magazine overnight, charge it out at the desk.

_____
Student's Name

_____ _____
Homeroom Period

SHORT STORY INDEX

When you need a short story go to the red Short Story Index volumes on top of the reference shelving over the short stories. The card catalog was too crowded to allow listing short stories, so we went to book form.

Find your short story by author or title.

Example - Author entry:

O'Connor, Flannery

Everything that rises must converge

First prize stories, 1919 - 1963

This means that the short story by Flannery O'Connor, "Everything that rises must converge," appears in the collection entitled "First prize stories, 1919 - 1963".

BIOGRAPHY INDEX

This index, located beside the Reader's Guide, leads you to biographical material (about people) in books and magazines.

Example of an entry:

Asimov, Isaac (Paul French, pseud) 1920 -

biochemist and author

James T. Grady award. por Chem &

Eng N 43:78 Mr. 29 '65

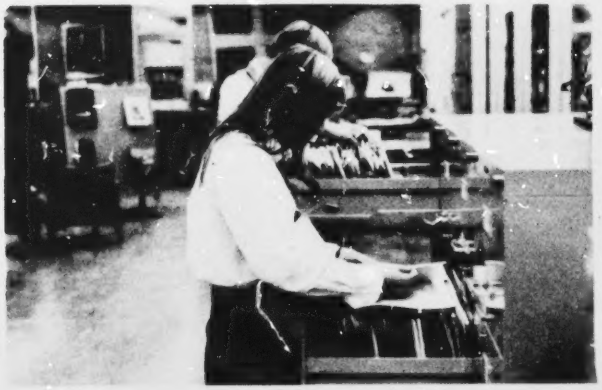
This means there is an article about the James T. Grady award in the Chemical and Engineering News, Volume 43 if the magazines are bound, page 78, March 29, 1965 issue. Also there is a portrait of Asimov.

VERTICAL FILE

Another name for this file is pamphlet file. Newspaper clippings, pamphlets, magazine articles are in folders alphabetically under subject.

There is also a section for career materials. This is on a subscription service so the information can be up-dated consistently.

This material may be taken out overnight.



VIDEO AND AUDIO TAPES

These are scheduled every day for use in the electronic carrels. Check the program board hanging on the south wall.

Procedure: Ask for headphones and television set at the AV circulation desk in front of the program board. Fill out an equipment slip. Take the equipment to the carrel bearing the same number as the equipment.

If you have never used these, ask a media specialist to show you how. Don't waste time experimenting.

When finished, return the equipment to the AV desk.

CHECKING OUT AND RETURNING

Bring the book to the charging desk and fill out one of these:

ROCKY RIVER PUBLIC SCHOOL LIBRARIES
CHARGE SLIP

Sign
Your
Name.....

Homeroom
Teacher.....

Homeroom
Number.....

Fill in Other Side

For books brought back late ... 5¢ a day ... except for Saturday, Sunday or holidays.

Return the book to the charging desk or the book drop in the hall by the library.

Reserve books may be checked out for "overnight" at 3:30. Bring back "overnights" before homeroom or -- 5¢ per module fine. "Overnight" books or magazines are on reserve so other students doing the same unit may use the material during the day.

Reference books may be taken out for overnight if there is a duplicate.

Did You Know?

There are filmstrips to use in the media center or take home? Use the same procedure as for records except use pink slip and ask for filmstrip viewer. Filmstrip cards have a RED band.

ROCKY RIVER PUBLIC SCHOOLS

FILMSTRIP LOAN

CODE NO. _____ SCHOOL _____

TITLE _____

NAME _____

DATE _____

Thread the previewer from the bottom.

Did You Know?

There are sound filmstrips? A sound filmstrip means record and filmstrip combination. These cards also have a red band.

Sign number on pink slip. A media specialist will furnish you with the proper equipment.

For home use, you use your own record player with film previewer from the media center.

DID YOU KNOW?

There are records you may listen to in the library or check out to take home? Use the same card catalog. Record cards have a BLUE band.

Procedure: Check either card catalog or subject catalog. Copy number of record you want on a blue check-out slip (that you get at the charge-out desk).

To take the record home, come in after school and use the same blue check-out slip.

Did You Know?

There are audio tapes to be used in the media center or at home.

In the media center -- same procedure but use green slip. Ask for headphones with cords to plug in. The clerk will put on the tape. For home use -- pick up after school. Furnish your own tape player. Catalog cards have a GREEN band.

ROCKY RIVER PUBLIC SCHOOLS

TAPE LOAN

CODE NO. _____ SCHOOL _____

TITLE _____

NAME _____

DATE _____

Did You Know?

There are slides to be used in the media center or the classroom. For special projects you may take them home if you have the equipment to show them.

To take out -- use regular white book slips.

There is a separate slide catalog. These cards are not interfiled with the book cards, and have an ORANGE band.

Did You Know?

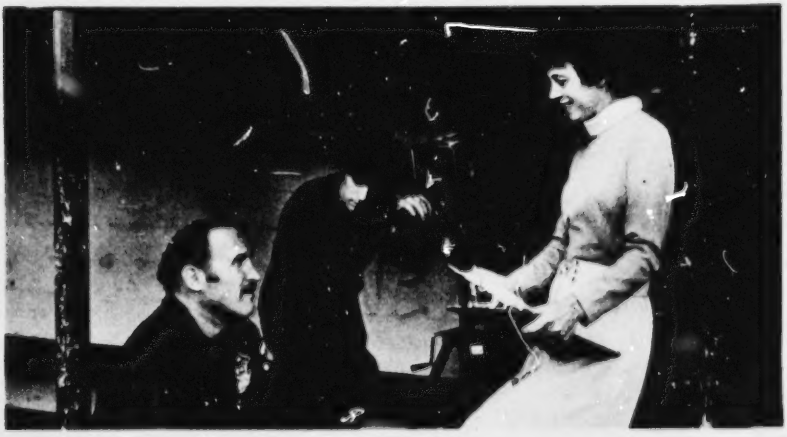
There is a production room for you to use. Enter through the door by the wall display case. There you may be as creative as you wish -- make animated Super 8 movies, synchronized slide-tape shows, transparencies, or mount or laminate pictures for display.

A production technician is there to assist you from 7:30 A.M. to 4:30 P.M.

Did You Know?

There is a video tape room where a television technician is present to help you do a television show. It might be just the thing to reinforce a presentation you will be giving in class. Or perhaps you'd like to practice a speech in front of the camera.

Procedure: Sign up in advance for time with the television technician. If the tape is going to be a one-time showing, there is no expense to you as the tape can be erased.



Did You Know?

The official name of this media center is Thoburn S. Davis Library, for a retired superintendent of Rocky River Schools.

Did You Know?

The New York Times newspaper is on microfilm here.

Ask any media staff member for the microfilm material. We'll show you how to use the index and the reader.

Did You Know?

There is a picture file. Because of lack of space, the file is in the back room. Ask any staff member to show you the file anytime you wish to rummage through for a picture.

These may be checked out for as long as you need them.

Did You Know?

The glass room is for those who want absolute quiet for study. Zero talking. Sign up for that room at the media specialist's desk located immediately outside the door.

Did You Know?

The person who learns how to use a library skillfully can educate himself ... on any subject ... at anytime in his life.

Did You Know?

A book-copier is in the media center for the student's convenience. For 10¢ you can make a copy of any page in any book or magazine.

Did You Know?

College information is on and under the windowsill. There are college catalogs you may check out, also sound filmstrips that you may take home. Let the whole family look at a few campuses while they sit comfortably at home.

Did You Know?

A display case in the library is just the spot for any student to show his favorite collection: coins, stamps, realia from foreign countries, student projects, autographs, even license plates. Schedule your week to show your collection with Mrs. Folmar. The case is kept locked at all times.

The display case in the hall is done every month by the Cleveland Art Museum. If there is some particular kind of art you'd like to see on display, let us know and perhaps it can be arranged.

Did You Know?

There are transparencies that may be checked out. These are catalogued along with books, and have a YELLOW band.

ROCKY RIVER PUBLIC SCHOOL LIBRARIES
CHARGE SLIP

Sign
Your
Name.....

Homeroom
Teacher.....

Homeroom
Number.....

Fill in Other Side

These are checked out "overnight" or for students to use

These are checked out "overnight" or for students to use in the classroom. Use white charge slip.

Did You Know?

If you want to see a movie that you have heard is in the building or one you missed in class, you may see it in the production room. Our student aides will set it up. One caution -- if the film is rented it may be in the school only on a one-day, three-day or one-week basis. If it is in our own film library it will be available anytime.

Did You Know?

There are cards for students to fill out for books they'd like the media center to buy. All recommendations for teachers or students cannot be filled, but many can, and these requests are carefully considered.

Ask Mrs. Folmar for a book request card. Use the same card to recommend a record or any other information media.

RESOURCE REQUISITION

AUTHOR _____

TITLE _____

_____

EDITION _____ VOL. NO. _____

PUBLISHER _____

COPYRIGHT _____ PRICE _____

REQUESTED BY _____

DATE _____ DEPT. HEAD _____

REVIEWED BY _____

_____

WANT TO LEARN LIBRARIANSHIP?

STUDENT STAFF

If you would like to work in the media center, see Mrs. Snow Folmar during the first weeks of school. A few students are appointed to work during a free module or modules. After a period of learning the rules, procedures, etc., they take over certain specific jobs:

Circulation desk -- checking out and in all types of materials.

Magazines -- getting magazines from the workroom for students and teachers.

Shelving books -- all material returned after circulation must be returned to the right shelf space as soon as possible. A-V materials are returned to the proper place at the end of each module.

A-V equipment -- students assigned to this job deliver equipment to classrooms, set up projectors with film, pick up equipment and return it to the library.

Errands -- during any working period, students on the staff may be asked to deliver and pick up materials. Each student is issued a permanent pass for the modules he works.

AUDIO-VISUAL CLUB

For those interested in working with films, filmstrips, records, tapes, slides, etc. -- and with the equipment necessary to use the materials, this club forms at the beginning of each school year. Interest is the requirement for joining. Each member learns how to operate equipment and becomes a Certified Projectionist who runs projectors for teachers and for after-school activities (being paid for after-school projection). Depending on individual interest, the club gets into other activities like film-making and film viewing.

See Mrs. Diane Neukirch.